

# Team Meeting

3/7/2019  
Durham 114

---

<b>Type of meeting:</b>	Meeting with Client
<b>Note taker:</b>	YJ

**Attendees:** Whole team, Cole, Patrick

**Please read:**

**Please bring:** Laptop

## *Minutes*

---

**Agenda item:** Safety Moment

**Presenter:** Tam

### **Discussion:**

This week, the safety moment is about winter road safety kit checklist.

To ensure that we can live pass the winter, we should have the following items if we are going on a road trip during winter.

- Cell phone and automobile charger
- Blankets / Sleeping bag
- Flashlight and extra batteries
- First-aid kit and any necessary medications
- High-calorie, non-perishable food like granola bars, dried fruit, beef jerky, nuts (if canned, be sure to have a can opener)
- Bottles of water
- Extra clothing to keep dry
- Jumper cables
- Tow rope
- Tool kit
- Windshield scrapers and brush
- Small shovel
- Sharp knife
- Bag of sand or kitty litter for traction
- Tissue paper/paper towels
- Empty tin can to melt snow for drinking water
- Lighter/waterproof matches
- Extra washer fluid

- Help sign / brightly colored strip of cloth to tie to antenna or hang out of your window
- Candles
- Flares or roadway detectors
- Road Maps

**Agenda item:** Drawings Updates **Presenter:** The team

**Discussion:**

- **Layout Drawings**
  - Chufu presented the W04 drawings to Cole and Patrick and mention about the changes he made
    - He mentioned about the changes that he made to update the relay names.
    - Cole asked whether he did verify the equipments in the drawing with other schematic drawing.
    - Chufu said he is going to update it afterwards.

**Conclusions:**

- W04 drawing need to be verified based on other schematic drawings.

**Agenda item:** New Task Assignment (Grounding Calculation) **Presenter:** Patrick

**Discussion:**

- This section was based on earlier request by the team to have more calculations work than just design drawings.
- Patrick presented a grounding killer.
  - In an actual yard, there is a giant interconnect grounding grid that protects all the equipments in the yard.
  - The exercise has 6 requirements, please refer to the Grounding Grid Design Requirements document for the exercise.
- Kat asked whether this exercise could relate to our project.
  - Cole mentioned that this is kind of a separate exercise.
  - Patrick said that we could link this exercise to our actual substation design by mentioning that this is the grounding design for our substation with the yard size of 156ft by 146ft.

**Conclusions:**

- The team would go ahead and perform the exercise after spring break.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Give feedback on drawings	Cole and Patrick	3/24

- ✓ Finish the other layout drawings
- ✓ Grounding Grid Calculations

Team  
Team

2/28  
TBD

Action Item List						
Item	Description	Date Added	To Be Completed By	Date Closed	Scheduled Completion Date	Notes
	Cole and Patrick will give us feedback on all the drawings by the end of Spring Break	2/14/2019	3/24/2019			
	Complete drawings	The team will be completing and finalizing all drawings by the start of Spring Break	1/31/2019	3/14/2019		
	Grounding Grid Calculations	3/7/2019	TBD			

**Other Information**

**Resources:**

Communication Grounding Grid Design Requirements, IEEE 80, W04.

**Special notes:** None